


06 NOV 1986

MEMORANDUM FOR: Chief, Agency Archives Records Center

VIA: Chief, Information Records Management Division,  
Office of Information Services

FROM:   
Administrative Officer/OS

SUBJECT: Request to Transfer Polygraph Interview Files  
to AARC Temporarily

1. It is requested that the Office of Security be permitted to retire Polygraph Interview Files, Item 44, to the Agency Archives and Records Center. The storage would be temporary for approximately a four month period. The current Records Control Schedule does not provide the authority for retiring these records. These records are currently stored in the office area on a permanent basis until destruction. However, in this office there is a critical need for additional space by December 1986. Negotiations are currently underway for the additional space required, but won't be finalized before that time.

2. This is a one-time request requiring no adjustments to the current Records Control Schedule. The volume of records would be approximately 150 cubic feet of records. These records will also be stored and referenced by box only for the Polygraph Office.

APPROVAL:

Chief, Information Records Management Division  
Office of Information Services

~~SECRET~~

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OS/AS/RMO [REDACTED] (5 Nov 86)

Distribution:

Orig - Adse (To be returned AS/RMO)

1 - IRMD/OIS

1 - AARC

1 - AO Chrono

① - OS Registry

1 - RMO

S E C R E T